

# Energy Efficiency & Conservation Block Grant

Non-Entitlement Communities

[energy.IN.gov](http://energy.IN.gov)

Indiana Office of Energy Development

Updated April 2010

# Contract Process

[energy.IN.gov](http://energy.IN.gov)

# Contract Process

1

- You're awarded a grant

2

- Contract will be prepared

3

- You will receive the following documents:
  - Contract
  - Authorized Signatures for Payment Request form
  - Vendor Information form

# Contract Process

4

- Sign the contract & each form
- **Must be original signatures!**

5

- Return contract & all forms in their entirety

6

- Contract will enter state's signature process

# Contract Process

7

- Contract is executed in approximately 4–8 weeks

8

- OED will provide you with a copy of your executed contract & claim voucher

9

- Draw downs can then occur

10

- Must draw down & complete project by Dec. 31, 2010

# Davis–Bacon Act

[energy.IN.gov](http://energy.IN.gov)

# Davis–Bacon Act Overview

- ▶ Purpose is to protect communities & workers from the economic disruption caused by competition arising from non-local contractors coming into an area and obtaining federal construction by underbidding local wage levels
- ▶ Must pay locally prevailing wages and fringe benefits to laborers and mechanics employed federal and federally-assisted contracts in excess of \$2,000

# Who & What Are Covered

- Labor performed at site of work only
- All labor on the worksite, including contractors & sub-contractors
- Journeymen, apprentices, & trainees
- Supervisory/professional employees only if manual labor is performed 20% or more of the time at the site of work



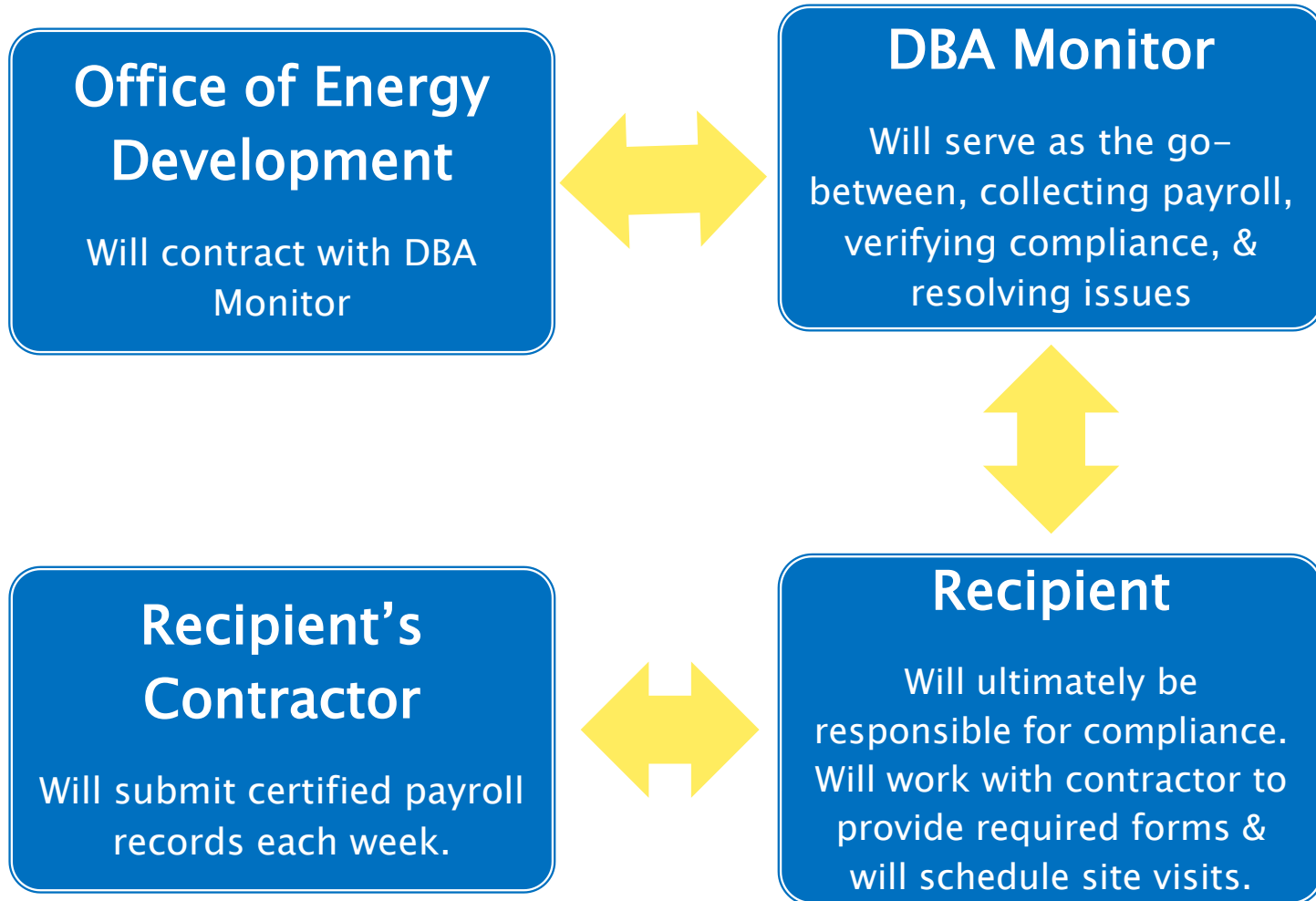
# Copeland Anti-Kickback Act

- ▶ Prohibits kickbacks of wages and back wages for privilege of employment
- ▶ Requires contractors on DBA-covered projects to submit weekly a Statement of Compliance and payroll records that show each laborer at the site of work

# Wage Rate Compliance

- ▶ All contractors and sub-contractors must submit certified payroll records each week
- ▶ Records will be reviewed & compared with rates from the wage decision
- ▶ Interviews will be conducted with a sample of employees at each site of work

# Davis–Bacon Implementation



# Draw downs

[energy.IN.gov](http://energy.IN.gov)

# Steps to draw down:

Contract is executed & claim voucher is received



Make a copy of the claim voucher form & fill in as instructed



Return claim voucher to OED with supporting, specific invoices marked paid or showing zero balance

# Steps to draw down:

OED approves claim voucher & invoices (1–2 days)



Documentation sent to State Auditor's Office for payment (at least 10 days)



Must draw down all funds by December 31, 2010

# Reporting

energy.IN.gov

# One-Time ARRA Report

## Reporting Components:

- DUNS number
- Congressional District(s)
- Sub-award number (your grant number)
- Sub-award date (date your contract was executed)
- Sub-award amount
- Place of performance
- Address, including last 4 digits of zip code

An account will be set  
up for you at  
<http://oed.arra.in.gov/>



# Quarterly ARRA Reports

Quarterly ARRA Reporting Schedule	
Months	Report due
January – March	April 3rd
April – June	July 3rd
July – September	October 3rd
October – December	January 3rd

An account will be set  
up for you at  
<http://oed.arra.in.gov/>

Reports are published  
on [recovery.gov](http://recovery.gov) at the  
end of the reporting  
month.

# Quarterly ARRA Reports

## Reporting Components:

- Sub-award number (grant number)
- Funds received (what you actually have in hand)
- Hours
- Number of jobs
- Description of jobs created
- Vendor information

# Monthly ARRA Reports

## Monthly ARRA Reporting Schedule

Month	Report Due		Month	Report Due
January	February 15 <sup>th</sup>		July	August 15 <sup>th</sup>
February	March 15 <sup>th</sup>		August	September 15 <sup>th</sup>
March	April 15 <sup>th</sup>		September	October 15 <sup>th</sup>
April	May 15 <sup>th</sup>		October	November 15 <sup>th</sup>
May	June 15 <sup>th</sup>		November	December 15 <sup>th</sup>
June	July 15 <sup>th</sup>		December	January 15 <sup>th</sup>

- Must use OED's online grant portal
- Use same login information you used to apply
- Reminders will be automatically generated for you each month

# Monthly ARRA Reports

## Key Reporting Components:

- **Using both ARRA & other funds**
  - Jobs created/retained
  - Energy audits performed
  - Dollars spent
- **In general**
  - Building retrofits
    - # of retrofits
    - Square footage
  - Energy savings
  - Energy cost savings
  - CO2 reduced

**First report due  
May 2010  
(covers April)**

# Quarterly Reports

Quarterly Reporting Schedule	
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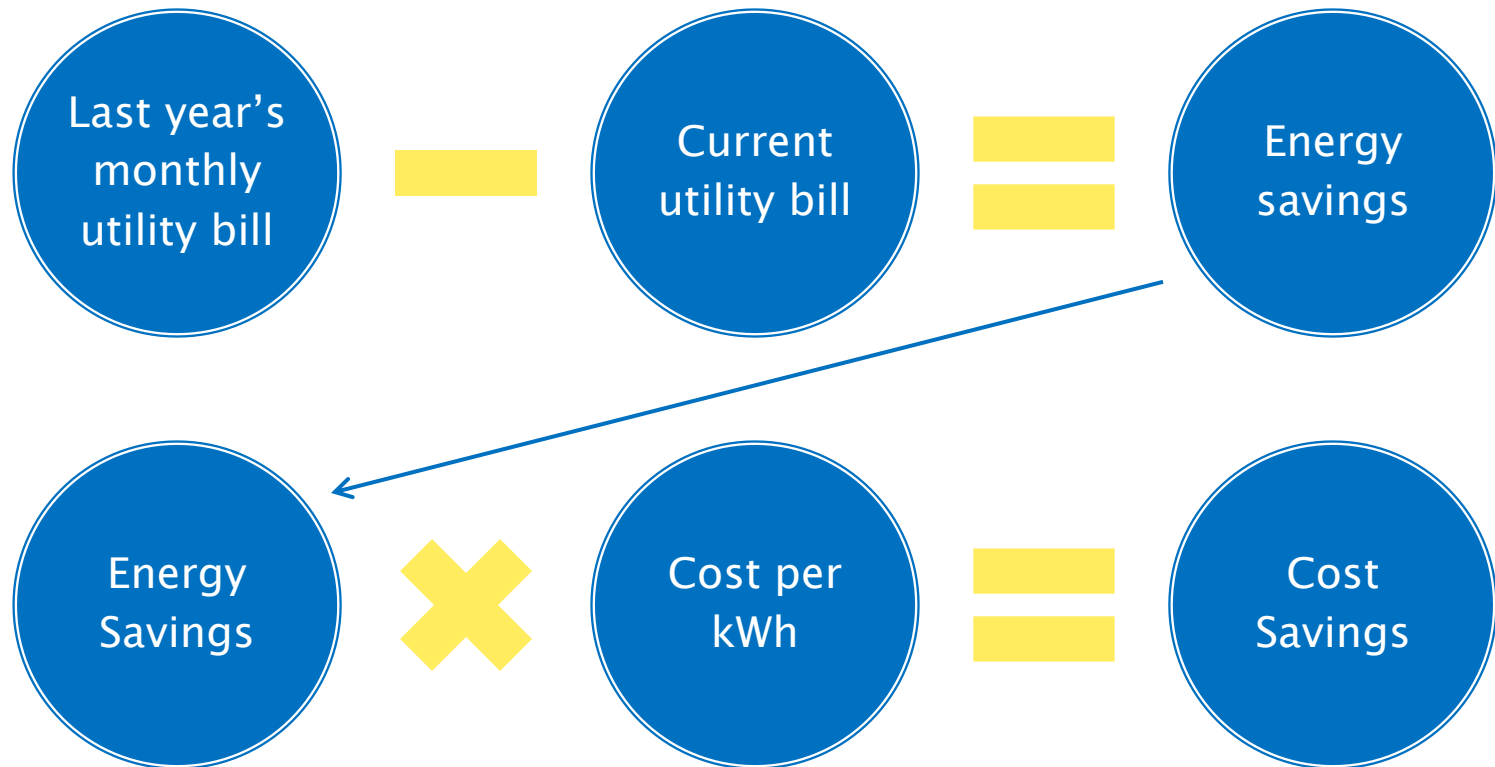
# Quarterly Reports

## Key Reporting Components:

- Jobs created/retained
- Energy savings
- Energy cost savings
- Greenhouse gases reduced
- Buildings retrofitted

# Energy Savings: Area 1

- Use separate metering to keep usage consistent



# Energy Savings: Areas 2 & 3

## step ONE

Visit Portfolio Manager to set up an account:

<https://www.energystar.gov/istar/pmpam/>

## step TWO

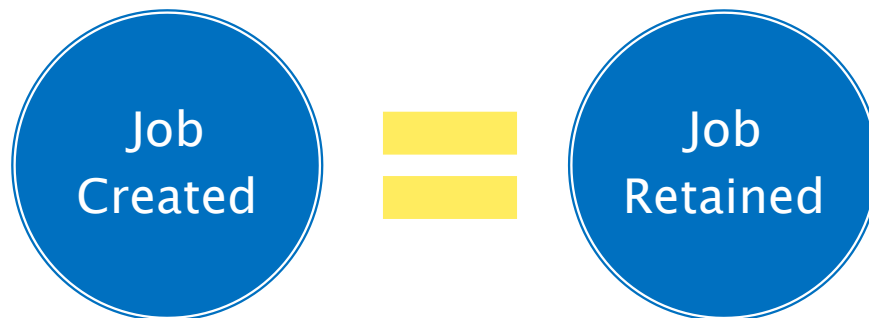
Visit the Portfolio Manager Benchmarking Starter Kit for additional instructions:

[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager\\_benchmarking](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_benchmarking)

- Using Portfolio Manager will be a requirement in your contract (except Area 1)
- Portfolio Manager will help you track your energy usage, savings, & cost savings – all measures of which you will report
- System will perform weather normalization (specific to Area 3)



# Jobs



## How to calculate:



## Example:



# Modifications, Site Visits, Giving Credit, & Contacting Us

[energy.IN.gov](http://energy.IN.gov)

# Modifications

What's in Exhibit A in the contract?

- Scope of Services
- Budget

What if I need to change the project/Exhibit A?

You must seek out & receive OED's approval first!

What happens if change the project & didn't receive OED's approval first?

Making any changes without OED's approval will jeopardize your grant funding!

# Site Visits

- ▶ **One site visit per recipient at a minimum**
- ▶ **An additional site visit if recipient is:**
  - Not in compliance with any part of contract
  - Late reporting two consecutive times (monthly and/or quarterly)
- ▶ **What to expect:**
  - Sit down meeting discussing the grant and its administration
  - Tour of the project

# Credit

- ▶ Must give the Indiana Office of Energy Development & the Department of Energy recognition in any press releases, marketing or educational information, and on any signage
- ▶ Must display OED's logo and link to OED's website on your community's website
  - OED will provide this for you

# Contact Us

<b>Contracts &amp; Reporting</b>	Molly Whitehead	<a href="mailto:mwhitehead@oed.in.gov">mwhitehead@oed.in.gov</a>	317-233-0541
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